

PRE-VISIT QUESTIONNAIRE

Date:

Company Name:

Web Site:

Facility Address:

Mailing Address (if different):

Company contact:

Title:

Email:

Phone:

Fax:

Alternate contact:

Title:

Email:

Phone:

Standard Industrial Code (SIC):

NAICS Code:

Number of Employees:

How did you learn of OTA? (What prompted this recent contact?)

Any information or record, in document or electronic format, received by the office in the course of providing technical assistance to a toxics user shall be kept confidential and not considered to be a public record pursuant to section 10 of chapter 66, unless: (i) the toxics user agrees in writing that such information may be made available to the department; or (ii) the office determines at its discretion, the information pertains to an imminent threat to public health or safety, or to the environment; or (iii) disclosure to the department is required by law.

1. Briefly describe the products you manufacture or the service your company provides. Please enclose a company sales brochure and any product literature relevant to this visit.

2. What unit operations/production processes are performed at your facility?

3. For what specific unit operation(s)/production process(es) would you like OTA's assistance?

4. Are process flow diagrams available?

5. Please list the hazardous/toxic chemicals involved in your facility's manufacturing processes and the annual usage (if available).

Chemical:

Annual Usage:

6. Does your facility file a Form R (EPA) or Form S (DEP)?

7. What materials does your facility recycle or reuse?

8. Would you like assistance with energy conservation? (Please specify area)

9. Please indicate what operation or production process is the primary source of air emissions and what chemicals are responsible.

10. Do you use any treatment processes to reduce emissions of toxics to the air, water, or as hazardous waste?

11. What is your total industrial water usage per day?

Would you like assistance with water conservation? (Please specify area)

12. Where is your facility's industrial wastewater discharged?

Publicly Owned Treatment Works (POTW):

Body of Water (ex. River or stream):

Other:

13. Name, title, phone number and email of person completing this questionnaire.

Please feel free to attach any other information you think may be helpful in our working together.